

## Covid-19 Risk Assessment

Company name: The Brewery Arts Centre, Kendal

Assessment carried out by: Rebecca Elshaw

Date assessment first carried out: 13 August 2020

Date Last Reviewed: 25 February 2022

This Risk Assessment is drawn up to cover risks surrounding the return to work and reopening of Brewery Arts considering the Covid-19 pandemic. Social Distancing and Personal Hygiene remain the overriding methods of reducing the risk of contracting Coronavirus.

THE RISK - Contracting Coronavirus - People can catch the virus from others who are infected in the following ways:

- By touching contaminated surfaces and then touching their eyes or mouth.
- By breathing in contaminated droplets from the nose or mouth spread when a person with the virus coughs or exhales

What are the hazards?	Who might be harmed?	Control Measures implemented	Who needs to implement?	Ongoing control measures. Active when open.	Who needs to carry out the action?
<p>Getting or spreading coronavirus by touching surfaces</p> <p><b>Managed by good personal hygiene and cleaning</b></p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Drivers coming to business</p> <p>Visitors</p> <p>Volunteers</p>	<p>Signs reminding all to wash hands/sanitise. Keep website updated with current Covid safety measures.</p> <p>Water, soap and drying facilities at wash stations provided. Contactless taps installed throughout public toilets.</p> <p>Hand sanitiser provided throughout the premises.</p> <p>Covid-19 Policy &amp; Guidance in place for staff.</p>	<p>Marketing</p> <p>Site</p> <p>HR/Site</p> <p>HR</p>	<p>Regular reminders for staff of the need for thorough handwashing/sanitising.</p> <p>Monitor hand washing and hand sanitiser units and replenished regularly.</p> <p>Clean all commonly touched surfaces regularly.</p>	<p>Line Managers</p> <p>Cleaning Team</p> <p>Cleaning Team/all workers</p>

What are the hazards?	Who might be harmed?	Control Measures implemented	Who needs to implement?	Ongoing control measures. Active when open.	Who needs to carry out the action?
<p>Getting or spreading coronavirus by touching surfaces (continued)</p> <p><b>Managed by good personal hygiene and cleaning</b></p>	<p>Workers Customers Visitors Contractors Drivers coming to business Volunteers</p>	<p>Use industry standard guidance on cleaning and hygiene</p> <p>Instruction and training provided to workers who need to clean including products, precautions, areas, and timescales.</p> <p>Identify surfaces that are frequently touched and by many people e.g. handrails, door handles, keypads, clocking in/out pads.</p> <p>Identify equipment and resources (Creative Learning, Workstations, Hospitality) which may normally be touched by more than one person, put in place methods to minimise sharing of equipment/resources and put in place cleaning procedures in between use.</p> <p>Online ticket sales and table booking systems in place. Train staff in how to use these systems.</p> <p>Ticket scanners installed.</p> <p>Identify which doors can be pinned open and put mechanisms in place. Ensure all fire doors are clearly labelled and not left open.</p> <p>Put in place procedure for cleaning if someone develops symptoms.</p>	<p>Site</p> <p>Site</p> <p>Site</p> <p>Creative Learning/ Line Managers/ Hospitality/ Site</p> <p>Marketing/ Hospitality/ Tech</p> <p>Site</p> <p>Site</p>	<p>Staff to welcome customers and answer any queries regarding our control measures.</p> <p>Cleaning of venues, tables, and equipment between changeovers.</p> <p>Replenish stocks of cleaning products, hand wash and sanitizer.</p> <p>Encourage and help customers with contactless payment, online ticket sales, table booking.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>Dispose of own rubbish in bins provided.</p> <p>Disposable menus to be used</p> <p>Regular cleaning of workstations.</p>	<p>Workers</p> <p>Cleaners/ Hospitality/ Creative Learning Cleaners</p> <p>Workers</p> <p>Workers</p> <p>All</p> <p>Hospitality</p> <p>All workers</p>

What are the hazards?	Who might be harmed?	Control Measures implemented	Who needs to implement?	Ongoing control measures. Active when open.	Who needs to carry out the action?
<p>Getting or spreading coronavirus by breathing in contaminated droplets</p> <p><b>Managed by good personal hygiene and Social Distancing</b></p>	<p>Workers Customers Visitors Contractors</p>	<p>Keep website updated with Covid safety measures.</p> <p>Ensure air ventilation systems are serviced, maintained and fit for purpose.</p> <p>Covid-19 Policy and Guidelines in place for staff.</p>	<p>Marketing</p> <p>Site</p> <p>HR</p>	<p>Staff to welcome customers and answer any queries regarding our control measures.</p> <p>Open non-fire doors/windows to improve ventilation when weather permits</p> <p>Encourage and help customers with contactless payment, online ticket sales, table booking.</p> <p>Face coverings are optional, anyone choosing to wear one will be supported.</p> <p>Encourage staff to carry out tests if they are at all concerned that they may have Covid or have been a close contact of someone who has it.</p> <p>Staff are required to self-isolate in line with government guidance.</p>	<p>Workers</p> <p>Workers</p> <p>Workers</p> <p>Workers</p> <p>All Workers</p> <p>All Workers</p>
What are the hazards?	Who might be harmed?	Control Measures implemented	Who needs to implement?	Ongoing control measures. Active when open.	Who needs to carry out the action?
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Workers</p>	<p>Encourage workers to raise any concerns and provided information on various sources of support.</p> <p>Consult with workers regarding risk assessments so they can help identify potential problems and solutions.</p> <p>Covid-19 Policy and Guidelines in place for staff.</p> <p>Employee Assistance Programme to provide confidential support and guidance for all staff.</p>	<p>HR</p> <p>Management</p> <p>HR/Line Managers</p> <p>HR</p>	<p>Continue to provide information and advice on mental health and wellbeing</p> <p>Continue to encourage workers to raise concerns.</p> <p>Remind staff of the Employee Assistance Programme and its benefits.</p>	<p>Management</p> <p>Line Manager</p> <p>HR / Management</p>